



15 March 2017

Dear Sir/Madam

A meeting of the Bramcote Bereavement Services Joint Committee will be held on Thursday, 23 March 2017 at the Bramcote Crematorium, Coventry Lane, Bramcote, commencing at 6:30pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer or a member of his team at your earliest convenience.

Yours faithfully

Chief Executive

To: Members of the Bramcote Bereavement Services Joint Committee

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

PAGES 1 - 3

The Joint Committee is asked to confirm as a correct record the minutes of the meeting held on 12 January 2017.

4. BEREAVEMENT SERVICES UPDATE PAGES 4 - 7

To provide the Joint Committee with various updates regarding Bramcote Bereavement Services and to seek approval to carry forward several of the associated budgets.

5. CREMATORIUM MEMORIALISATION ACCOUNT PAGE 8

To seek approval for three schemes in 2017/18 with funding from the Crematorium's memorialisation account.

6. PERFORMANCE MANAGEMENT 2016/17 PAGES 9 - 12

To advise the Joint Committee on the performance levels for the Crematorium so far in 2016/17.

7. EXCLUSION OF PUBLIC AND PRESS

The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of the Act.

8. BEREAVEMENT SERVICES ESTABLISHMENT CHANGES PAGES 13 - 15

BRAMCOTE BEREAVEMENT SERVICES JOINT COMMITTEE

12 JANUARY 2017

Broxtowe Borough Council:

Councillors J S Briggs
R I Jackson

Erewash Borough Council:

Councillors C G Corbett
C Hart
M Powell

An apology for absence was received from Councillor S Easom.

12. MINUTES

The minutes of the meeting held on 6 October 2016 were confirmed and signed.

13. DECLARATIONS OF INTEREST

There were no declarations of interest.

14. REVENUE ESTIMATES 2016/17 AND 2017/18

The Joint Committee noted the proposed revenue budget for the financial year 2017/18, together with the revised estimate for the current year.

It was noted that the Officers were liaising with funeral directors in order to ascertain the charging figures of the newly opened private crematorium in the Gedling area.

RESOLVED that:

- 1. The revised estimate for 2016/17 and the base estimate for 2017/18 as submitted at appendix 2 be approved.**
- 2. An amount of £6,600 be provided to cover inflation during 2017/18.**
- 3. An amount of £122,300 be provided to cover revenue developments during 2017/18 as outlined in appendix 3 of the report.**

4. **The fees and charges as detailed in appendix 4 be implemented subject to amendment.**
5. **An amount of £280,000 be distributed to each of the constituent authorities in 2017/18.**

15. MEDIUM TERM FINANCIAL STRATEGY TO 2019/20

The Joint Committee noted the medium term financial strategy for the Bramcote Crematorium through to 2019/20.

It was advised that a balance of at least £90,000 should be retained on the crematorium's revenue reserve to provide available funds to deal with major contingencies and the potential impact on cremation numbers in light of the new crematoria operating in the Nottinghamshire area.

RESOLVED that the medium term financial strategy for Bramcote Crematorium be approved.

16. BEREAVEMENT SERVICES UPDATE

The Joint Committee received an update in regards to Bramcote Bereavement Services. It was noted that the improvement works undertaken to repair the water supply and drainage has been completed. Additionally, the LED lighting conversion had been completed with an estimated £5,000 surplus left over from the project. It was recommended that the remaining funds be used to convert the external lighting to LED lights.

The Joint Committee requested that the Head of Property Services liaise with Nottinghamshire County Council in order to provide better signage to the Crematorium from the A52.

RESOLVED that the remaining LED light conversion budget be used to fund the conversion of external lighting to LED lighting.

17. CHRISTMAS SERVICE OF REMEMBRANCE 2016

The Joint Committee received a report on the Christmas Service of Remembrance held on Sunday 4, December 2016. It was noted that a cost saving of £534 had been achieved for the 2016 service. The service was attended by 224 people and was well received.

18. WELFARE FUNERALS FOR EX-SERVICE VETERANS

The Joint Committee received an update on the proposal to bear the cost of an officiant at welfare funerals for ex-service veterans from Broxtowe or Erewash.

The Joint Committee queried as to whether it was appropriate for the Crematorium to join the Military Covenant. It was agreed that the Head of Property Services provide further detail in relation to this matter when appropriate.

RESOLVED to bear the cost of an officiant at welfare funerals for ex-service veterans from Broxtowe or Erewash.

Report of the Director of Housing, Leisure and Property Services

BEREAVEMENT SERVICES UPDATE

1. Purpose of report

To provide the Joint Committee with various updates regarding Bramcote Bereavement Services and to seek approval to carry forward several of the associated budgets.

2. Detail

The appendix contains updates on the following matters:

1. LED internal and external lighting conversions
2. Crematory floor and tiling
3. Resurfacing of roadways and car parking areas
4. Charging bier
5. Epilog upgrade
6. Replanting of landscape areas
7. Potential trading company
8. Signing from the A52
9. Spring service of remembrance and summer open day

3. Financial implications

The financial implications are set out in the appendix.

Recommendation

The Joint Committee is asked to NOTE this report and to APPROVE the carry forwards identified in items 4, 5 and 7.

Background papers

Nil

APPENDIX

Updates and Financial Implications1. LED Internal and External Lighting Conversions

The Joint Committee agreed on 14 January 2016 to a programme to replace the internal lights at the crematorium with LED units at an estimated cost of £15,500. The work to convert the interior lights to LED units was completed in November 2016 at a cost of £9,680.

The Joint Committee resolved on 12 January 2017 to undertake a corresponding programme for the exterior lighting using the remaining budget of £5,820. No expenditure had been incurred as at 16 February 2017 but the final cost is not expected to exceed the available budget.

2. Crematory Floor and Tiling

The developments for 2016/17 approved by the Joint Committee on 14 January 2016 included £20,000 for major repairs to the floor of the crematory, whilst £27,000 had been earmarked in 2017/18 for subsequent crematory tiling work.

After closer inspection it was agreed on 12 January 2017 that all of the necessary repair works (flooring and tiling) could be contained within the £20,000 allocation for 2016/17.

The reduced scope floor repairs and tiling works were undertaken in February 2017 and expenditure incurred as at 16 February 2017 was £10,275. The final cost is not expected to exceed the available budget of £20,000.

3. Resurfacing of Roadways and Car Parking Areas

The developments for 2016/17 approved by the Joint Committee on 14 January 2016 included £29,700 for car park and access road resurfacing works at the crematorium whilst a further £61,000 had been earmarked for similar work in 2017/18.

Following closer inspection it was agreed on 12 January 2017 that only £15,000 was required in 2016/17 to resurface part of the access road into the crematorium and that other works could be deferred until 2019/20.

The reduced scope resurfacing works were undertaken earlier this month and the final cost is expected be around £9,000, less than the revised available budget of £15,000.

4. Charging Bier

The Joint Committee on 14 January 2016 allocated £16,500 in 2015/16 to replace the charging bier. Whilst the charging bier was replaced in 2015/16, there were difficulties that prevented it becoming operational and further work was required in 2016/17.

As no expenditure was incurred in 2015/16, the Joint Committee agreed on 30 June 2016 to carry the budget of £16,500 forward into 2016/17. However, no expenditure has been incurred in 2016/17 as at 16 February 2017. Discussions with the supplier to resolve the situation are on-going.

The Crematorium will push for a much-reduced payment in view of the on-going issues. However, it would be prudent to gain approval to carry forward into 2017/18 any unspent funds.

5. Epilog Upgrade

The Joint Committee on 15 January 2015 allocated £20,000 to upgrade the Epilog system in 2015/16. This was subsequently revised to £24,000 by the Joint Committee on 14 January 2016. Expenditure incurred in 2015/16 totalled £1,626 and therefore the Joint Committee agreed on 30 June 2016 to carry forward the underspend of £22,350 into 2016/17. Expenditure incurred in 2016/17 as at 16 February 2017 amounted to £2,835 on some initial set up costs.

However, completion will not now be until next financial year and so approval is sought to carry forward into 2017/18 any unspent funds.

6. Replanting of Landscape Areas

The developments for 2016/17 approved by the Joint Committee on 14 January 2016 included £20,000 for the replanting of landscape areas across the Crematorium grounds. Most of the intended works have now been completed. These included:-

- Tree thinning (to encourage grass re-growth)
- Revised entrance feature
- New planters
- Resurfaced and widened path down to the children's memorial garden
- New gates in the perimeter fence to ease autumn leaf clearance
- Re-establishment of rockery areas

Expenditure incurred as at 16 February 2017 was £5,011 and the total cost of this work is not expected to exceed the available budget of £20,000.

7. Potential trading company

Browne Jacobson have been appointed to provide corporate, procurement and governance advice. Specialist consultants will be appointed regarding VAT and taxation issues.

The Joint Committee resolved on 12 January 2017 to allocate £40,000 towards this advice. However, completion of these commissions will not now be until next financial year and so approval is sought to carry forward into 2017/18 any unspent funds.

8. Signing from the A52

As requested at the last Committee Highways England and Via (on behalf of Nottinghamshire County Council) have been approached regarding possible

improvements to highway signing of the Crematorium from the A52. Any responses received will be reported verbally to the Committee.

9. Spring Service of Remembrance and Summer Open Day

Dates have been set as follows:

- Service of Remembrance – Sunday 14 May 2017
- Summer Open Day – Saturday 2 September 2017

Associated costs will be contained within existing approved budgets.

Report of the Director of Housing, Leisure and Property Services

CREMATORIUM MEMORIALISATION ACCOUNT1. Purpose of report

To seek approval for three schemes in 2017/18 with funding from the Crematorium's memorialisation account.

2. Detail

It is proposed to implement three schemes to further improve the memorialisation offer at Bramcote Crematorium, using some of the available memorialisation balance in accordance with the objective of the memorialisation account.

The memorialisation account was established some years ago with the anticipation that costs incurred would be matched by fees and charges arising from memorialisation activity.

As reported to the Joint Committee on 12 January 2017, the memorialisation account balance at 31 March 2017 was originally expected to be £20,450 when the 2016/17 budget was approved on 14 January 2016. However, strong growth in memorialisation sales during 2016/17 due to new products (such as the Columbarium) and a refurbishment of the existing offer (such as the wall plaques) mean that the memorialisation account balance at 31 March 2017 is now expected to be £57,350. The present level of activity would indicate that the balance on the memorialisation account at 31 March 2018 would be £73,400.

3. Proposal

It is proposed to spend some of this balance on improving the memorialisation offer in 2017/18 as follows:

- Children's memorial garden, fencing replacement and general refurbishment - £10,000
- Children's memorial garden, mini-columbaria - £20,000 (in time these will cover their initial costs through sales)
- Further refurbishment/improvement of other memorialisation areas - £15,000

The total cost of these proposals is £45,000. If the projections for memorialisation income and expenditure as reported on 12 January 2017 are realised then the anticipated balance on the memorialisation account at 31 March 2018 would be £28,400.

Recommendation

The Joint Committee is asked to RESOLVE that the three proposed schemes for 2017/18 as outlined above be approved with funding provided from the memorialisation account.

Background papers

Nil

Report of the Director of Housing, Leisure and Property Services

PERFORMANCE MANAGEMENT 2016/17

1. Purpose of report

To advise the Joint Committee on the performance levels for the Crematorium.

2. Detail

The appendix sets out the performance for the period 1 April to 31 January 2017, as compared with the budget for the corresponding period.

Recommendation

The Joint Committee is asked to NOTE the performance levels for the period 1 April to 31 January 2017.

Background papers

Nil

BRAMCOTE BEREAVEMENT SERVICES – BUDGET / PERFORMANCE MONITORING REPORT 2016/17

Budget / Indicator	Revised Estimate 2016/17	Estimate to January 2017	Actual to January 2017	Variance against estimate	Latest Projection 2016/17	Comments
<u>Key Expenditure Budgets:</u>						
Salaries	322,550	268,792	269,608	816	323,500	
Repairs and Maintenance - Cremators	23,000	19,167	22,201	3,034	23,000	Invoice for No.1 Combustion Air Fan and 6 month service
Fuel and Light	74,500	55,817	42,003	(13,813)	73,500	Invoices to November plus credit note
Rates and Water	125,100	124,600	124,267	(333)	125,000	
Book of Remembrance	8,000	6,667	6,581	(86)	8,000	
Medical Referee Fees	53,600	44,667	38,079	(6,588)	50,500	Invoiced to December
Revenue Developments	345,100	253,300	230,302	(22,998)	345,100	See other report on this agenda for potential slippages
<u>Performance Indicators:</u>						
- Cremation Fee Income	(1,724,200)	(1,327,634)	(1,347,671)	(20,037)	(1,704,350)	
- Income from Sales	(6,600)	(5,500)	(8,072)	(2,572)	(9,600)	Second vending machine bought earlier than anticipated boosted income
- Book of Remembrance	(21,000)	(14,700)	(15,948)	(1,248)	(19,000)	
Memorials						
- Income from Sales	(50,300)	(41,749)	(43,734)	(1,985)	(50,000)	

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BRAMCOTE CREMATORIUM – BUDGET / PERFORMANCE MONITORING REPORT 2016/17

Budget / Indicator	Revised Estimate 2016/17	Estimate to January 2017	Actual to January 2017	Variance against estimate	Latest Projection 2016/17	Comments
<u>Performance Indicators:</u>						
Percentage of undisputed invoices paid within 30 days.	99%	99%	99%	-	99%	
Percentage of cremation fees received by the end of the month following that in which income was raised.	96%	96%	96%	0	96%	
Number of written complaints.			0			
Number of written compliments			0			Figures previously published for compliments included verbal comments made during and after services
<u>Usage Information</u>						
Cremation numbers	2,800	2,240	2,425	185	2,850	2015/16 figure was 3,134
Book of remembrance – number of entries			205			

Memorials – number of sales			178			This figure is to the end of February
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Memorial Product	Total sales to end of February 2017
New Rose 5 Year Lease + Plaque	17
Online New Rose 5 Year Lease + Plaque	3
Rose Renewal 5 Year Lease	42
Rose Renewal 10 Year Lease	21
Rose Plaque Replacement	8
New Bench 10 Year Lease + Plaque	23
Bench Renewal 10 Year Lease	20
Bench Plaque Replacement	1
Tree Renewal 10 Year Lease	1
Tree Plaque Replacement	0
Columbarium 25 Year Lease + Plaque	1
Columbarium 10 Year Lease + Plaque	1
Columbarium 5 Year Lease + Plaque	1
Columbarium Vase	1
New Wall Plaque 10 Year Lease	3
New Wall Plaque + Vase 10 Year Lease	8
Wall Renewal 10 Year Lease	22
Wall Plaque Replacement	2
Miniature Books	3